



Community Bank Bangladesh Limited

General Services Division

Head Office

Police Plaza Concord (Level 10, Tower 2)
Plot 2, Road 144, Gulshan 1, Dhaka 1212

INVITATION FOR TENDER

Sealed tender is hereby invited from the eligible Tenderers who can participate in tender as defined in the tender documents of the under mentioned works as per terms & conditions stated below:

1. **Procuring Entity:** Community Bank Bangladesh Limited, General Services Division, Head Office, Police Plaza Concord (Level 10, Tower 2), Gulshan 1, Dhaka 1212
2. **Brief description of work, goods and related services:** Selection of Event Management Agency to organize the Inauguration Ceremony of the Bank
3. **Time of completion:** Within 21 days from the date of issuance of the Work Order or mentioned otherwise in the Work Order
4. **Eligibility of Tenderers:**
 - (a) **The Tenderer must have:**
 - (i) Minimum 15 (Fifteen) years of overall experience in the supply of goods and related services
 - (ii) Experience of organizing at least 3 (three) prestigious national or international events in presence of VVIPs in last 2 years. In support, specific completion/satisfaction certificates to be enclosed with the Tender submission
 - (iii) Team Leader must have at least 15 (fifteen) years of professional experience and the Event / Project Manager must have at least 10 (ten) years of professional experience in the similar field
 - (iv) The minimum supply value of goods / services (under a single contract in last three years) TK. 3,00,00,000 (in words: Taka Three Crore Only) to Government/ Semi-Government/ Autonomous/ Private organization in Bangladesh
 - (v) The minimum amount of liquid asset or working capital or credit facility is Tk. 1,50,00,000 (in words: Taka One Crore Fifty Lac Only)
 - (b) **The Tenderer must submit:** Up-to-date Trade License, Certificate of Incorporation with Memorandum, TIN Certificate, Up-to-date Income Tax Certificate, Up-to-date VAT/BIN Registration Certificate, Audited Financial Report of last 5 years, Latest Bank Solvency Certificate
5. **Price of Tender Document:** Tk. 2,000 In words: Taka Two Thousand Only (non-refundable)
6. **Amount of Tender Security:** 2.5% of total work order amount or Tk. 300,000 (in words: Taka Three Lac Only), whichever is higher, in the form of Payment Order in favor of 'Community Bank Bangladesh Limited' and to be submitted before receiving the work order
7. **Name and address of the office from where tender documents to be purchased and submitted:** Community Bank Bangladesh Limited, General Services Division, Head Office, Police Plaza Concord (Level 10, Tower 2), Gulshan 1, Dhaka 1212
8. **Last date and time for selling tender document:** On or before 5.00 p.m. on 03.03.2019 during office hours
9. **Last date and time for tender submission:** On or before 4.00 p.m. on 04.03.2019 during office hours
10. **Place/Date/Time of pre-bidding meeting:** Interested firms who have eligibility may attend a pre-bidding meeting to be held at 11.00 a.m. on 28.02.2019 at the place mentioned in serial no. 1
11. **Special instructions:** The tender is to be submitted as per the instruction in the tender document. Community Bank Bangladesh Limited reserves the right to accept partly or fully any tender or reject any tender and not bound to accept the lowest quotation, without assigning any reason whatsoever.

Assistant Vice President
Head of General Services Division